



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PROGRAM MANAGER, SENIOR
(PARTNERSHIP FOR YOUTH)
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the overall management and coordination of the Partnership for Youth. Supervises Youth Development Specialists. Reports to the Senior Healthy Families/Prevention Services Supervisor.

ESSENTIAL JOB FUNCTIONS

Plans, develops and recommends priorities, goals and long range objectives pertaining to the management and direction of the Partnership for Youth; manages, coordinates and monitors the Promoting Safe and Stable Families (PSSF) grant program to include the community assessment, submission of quarterly and year-end reports, and reapplication packages; and serves as the primary staff liaison to the PSSF funding agency at both the state and local level.

Responsible for the effective supervision and administration to include staff development and training, succession planning, performance management, employee relations, prioritizing and assigning work and related activities; and evaluates resource needs and manages the effective deployment of resources.

Implements components of the Neighborhood goal of Keeping Our Kids Safe action plan, coordinates the Neighborhood Leadership Institute to include recruitment of presenters and participants and provision, identifies and develops community based coalitions comprised of representatives of individual neighborhoods to identify community concerns and facilitates dialogue and cooperation among community organizations, training for neighborhood and organization leaders on coalition building; and assists in the research and development of Neighborhood Centers by providing staff support and leadership direction to coalitions of youth serving organizations and community groups.

Responsible for educating and disseminating information to the public regarding available services and the importance of community involvement; assists community organizations and neighborhoods in planning and implementing strategies to support the healthy growth and development of children, youth and families services.

Chairs and participates on various city and community work groups, training teams and task forces and completes related projects; provides education, information, technical assistance and general guidance to assist community organizations and neighborhoods in planning and implementing strategies to support the healthy growth and development of children, youth and families.

Serves as a liaison to federal, state and local agencies, state communities, professional boards and task force groups. Collaborates with other agencies to develop and coordinate resources in order to establish effective working relationships; receives and make appropriate referrals; monitors and analyzes the

effectiveness of service delivery within department; prepares reports as needed; and remains abreast of initiatives and best practices related to youth development.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Parent and Youth Development - Knowledge of the principals and practices of positive parenting and youth development. Knowledge of at-risk indicators to include issues facing youth in the community, resources and parent and youth development theories.
- Community Resources - knowledge of community resources as related to educational, developmental, social, cultural, and recreational services for parents and youth.
- Research & Analysis - Thorough knowledge of research and analysis methods and techniques; thorough knowledge of statistical analysis and forecasting techniques.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Communication - Ability to communicate ideas effectively, including the preparation of reports, grant applications, program overviews and evaluations to include statistical information related to various aspects of program services. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact, confidentiality and diplomacy in a confidential manner.
- Grants Management - Ability to execute grant agreement including grant budget as approved by funding source. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
- Training - Ability to develop and conduct youth and parenting workshops and trainings for internal and external partners.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Human Services, Public Administration, Urban Management, or a related field and 3-5 years of progressively responsible management and supervisory experience in the administration of community development programs or an equivalent combination of education and experience. A Master's Degree in a related field is preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.